



TEMPO

FLEXIBLE PACKAGING

Footwear & Jewelry Policy

In order to prevent foot injuries where there is a risk of falling heavy objects to the floor, prevent fire from static in printing processing areas and, to prevent the risk of packaging contamination and physical entanglement within processing equipment in production processing areas of the facility, precautions are in place which require compliance by both production and nonproduction personnel, contractors and visitors.

Production Personnel include the following:

- Production Department Managers
- Project Facilitator
- Maintenance Personnel &- Facility Custodians
- Converting,
- Printing, Mounting,
- Slitting, Extrusion & Laminating
- Ink Room Attendant
- Shipping & Material Handlers

Non-Production Include:

- Customer Service Dept Personnel
- Controller, Accounting Clerk, Receptionist
- Account Managers & Marketing
- COO and CEO
- Human Resources
- Scheduler
- Maintenance Manager
- Interdepartmental Program Facilitator
- Quality Assurance dept. personnel
- Pre-press, Platemaking

Production personnel

Production personnel including managers, must wear short heeled, steel toed close-toed shoes. Printing and Lamination department personnel additionally will have their footwear required to be anti-static. Production Personnel will remove all rings, watches, bracelets, and bands prior to commencing production duties. Additionally, production





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employees must ensure all necklaces that are not removed are tucked into clothing so as not to be visible. Employees must ensure that earrings not removed, do not dangle, or contain any stones.

Non-production personnel

Non-production personnel who enter areas beyond the yellow pathways in production must not wear open toe or high heel shoes. Non-production personnel must remove jewelry that contains stones or watches that have a glass face prior to entering the production processing areas.

Contractors

Contractors who are required to perform activities in production areas will abide by the production personnel requirements of this policy.

Visitors

All visitors entering production areas will abide by the non-production personnel requirements of this policy.

Lee-Anne Giglio
Chief Operations Officer

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